Josh Kaul
Attorney General

TIME System Newsletter

A Message From Our Director

We find ourselves during very unusual times for our state and our country. I would like to thank each and every one of you for what you do to protect the citizens of Wisconsin every day but especially now during these very demanding and stressful circumstances. Most of the CIB staff are working remotely but we remain available to assist in any way that we can. If there is anything CIB can do to help, please feel free to contact us and stay safe.

Many of you may have been expecting notice of your TIME System audit in April. CIB delayed sending them out in light of COVID-19. Since that time some of you have contacted us and asked for your audit. As a result, we will resume sending out audit notifications in May but fully understand that your resources may not allow response in the normal 30 days. If your resources allow time to work on the audit, please do so and if you are unable to complete it within 60 days please let us know. We will work with you on a date. Speaking of audits, the online auditing tool CIB uses will be sunsetting support of the IE (Internet Explorer) browser in December 2020. Please see page 6 of this newsletter for more information on that topic.

Wisconsin continues to make progress in our "Fix NICS" initiative to ensure all eligible warrants are entered in NCIC. I again thank you for all of your assistance in ensuring all eligible felony warrants are entered in NCIC. As discussed on page 9 of this newsletter our focus is switching to misdemeanor warrants to ensure they also are entered in NCIC if eligible. If your agency would like a report of your misdemeanor warrants to assist you with this effort, please send an email to CIBTrain@doj.state.wi.us.

Each agency with access to the TIME System is required to designate a Local Agency Security Officer (LASO). The FBI CJIS Division has implemented an annual training requirement for each LASO. CIB has released an online LASO training module available in TRAIN. Please see the article on page 11 of this newsletter for more information on this topic.

Please feel free to contact me or any of the CIB staff to discuss your thoughts on how we can continue to improve.

Stay safe…

Walt Neverman

Inside this issue:

Nonunique Serial Numbers

NCIC is reviewing all gun and article records to determine if the records contain any "nonunique" data. According to the NCIC Operating Manual, when there are three or more gun or article records in NCIC with matching data the record is considered "nonunique" and should be modified or cancelled and re-entered using valid information.

The comparison of matching data for a gun file is serial number, make, caliber and type fields. The comparison of matching data for the article file is serial number, type and brand. For these particular files, if more than three records exist in which the data in all these fields match, the serial numbers are considered nonunique and the records will need to be cancelled.

CIB was provided a list of records considered by the NCIC to be nonunique and has already contacted the agencies with records that fall into this category. Starting in April if the records have not been updated, they will automatically be canceled by the FBI CJIS Staff. Going forward, the serial numbers that have been identified as nonunique will no longer be able to be entered into NCIC and if your agency attempts to enter a record with a serial number that has been identified as nonunique you will receive a reject message, shown below:

Guns:

REJECT - SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:

* *ATTENTION * *
IF SER/<SER> IS FOR MAK/<MAK>,
CAL/<CAL>, AND TYP/<TYP>, IT IS NOT UNIQUE ACCORDING
TO NCIC QUALITY CONTROL, ASCERTAIN CORRECT SERIAL NUMBER.
FOR ADDITIONAL INFORMATION, PLEASE EMAIL ACJIS@LEO.GOV.

Articles:

REJECT - SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:

** ATTENTION **
IF SER/<SER> IS FOR TYP/<TYP>, AND BRA/<BRA>, IT IS NOT UNIQUE
ACCORDING TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT SERIAL
NUMBER. FOR ADDITIONAL INFORMATION, PLEASE EMAIL
ACJIS@LEO.GOV.

If you have any questions regarding your records, please email cibtrain@doj.state.wi.us

TIME System and Officer Safety

Has your agency ever sent out an officer safety alert through the Wisconsin Crime Alert Network (WCAN) system? Has your agency ever followed that up and sent out an officer safety alert through the Wisconsin TIME System using the broadcast group ITLE? Did you know that this officer safety information can potentially be entered into or sent via an administrative message using the TIME System? Below are two methods via the TIME System through which your agency can disseminate officer safety information.

An Imminent Threat to Law Enforcement (ITLE) broadcast is an officer safety statewide message that can be sent out if one of the following criteria have been determined:

1. Threat to cause death or serious injury to a law enforcement officer

2. Death or serious injury of a law enforcement officer in the line-of-duty: and/or

3. Law enforcement officer missing in connection with official duties

In the Admin Message form, you should use the mnemonic ITLE as your destination mnemonic.

Additionally, more times than not, if you have an individual that qualifies for an ITLE broadcast message they would also qualify to be entered into the Violent Person File (VPF). The Violent Person File is designed to alert law enforcement officers that an individual they encounter may have the propensity for violence against law enforcement. If the subject does qualify for entry your agency should enter them into the Violent Person File using transaction 0058 or 0059. As a reminder, images can be attached to any Violent Person record.

Criteria for entry:

1. Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute which involves violence against law enforcement.

2. Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.

3. Offender has been convicted of a violent offense against a person where a firearm or weapon was used.

4. A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

If an officer performs a traffic stop and the officer safety information has not been entered or sent via the TIME System, the officer may not be aware of the risk of contact with that individual. This is why, in addition to sending out alerts through WCAN, your agency should also send out alerts through the Wisconsin TIME System.

Missing Person Records

When entering missing person records there are two different types of documentation requirements, one for a person under 21 years of age and one for a person aged 21 and over. If the missing person you're entering is 21 years of age or older, you are required to receive signed documentation supporting the stated conditions under which the person is declared missing prior to entering the record into the TIME System. In the absence of documentation from a parent or legal guardian, next of kin, physician or other authoritative source, including friend or neighbor in unusual circumstances, a signed report by the investigative officer will be sufficient.

If the missing person you're entering is under 21 years of age, then a missing person report filed with an agency is sufficient documentation for entering the record into the TIME System. Please be aware that per the Adam Walsh Child Protections and Safety Act of 2006 entry into the TIME System for juvenile missing persons should happen immediately upon report, or within two hours.

If your agency believes there is cause to issue an AMBER alert on a missing person, follow the procedures outlined on the following website: https://wilenet.org/secure/html/doj/amberalert/ clearinghouse.html (Wilenet log in required) to submit the request and then enter the missing person record into the TIME System. If the missing person is later determined to qualify for an AMBER Alert your agency should **modify the record to include the AA flag (see below)**. This flag will generate an automatic notification to the National Center for Missing and Exploited Children (NCMEC) and the FBI. In addition, the NCIC responses will contain the below caveat:

AMBER ALERTISSUED FOR NIC/MXXXXXXXXX***AMBER ALERT***

If you have any questions on entering or modifying a missing person record please contact cibtrain@doj.state.wi.us.

Reading Records: Missing Persons

Reading missing person records is an important skill to have for TIME System users. Missing person records can return responses from both NCIC and CIB and knowing how to find pertinent information when reviewing either response is a good skill to have.

Missing person records have many of the same fields as warrant records—physical descriptors and alias names and information—but there are some fields in these records that are unique. For example, missing person records contain more detailed physical descriptors, such as blood type or the type and description of jewelry the missing person was wearing. Images can also be added to a missing person file.

Additional information which can be found in a missing person record can also include if there are any x-rays, dental characteristics or molds available, if the missing person wore glasses or had a contact prescription or even if there's a footprint available. These enhanced physical descriptor fields add information to the record which can help positively identify an unidentified body.

The same basic information will be displayed in records in both CIB and NCIC, but the information is displayed differently. NCIC displays supplemental information at the bottom of the record whereas CIB displays it below the "Detail" section of the entry. One of the main differences, also, is NCIC's use of abbreviated field code names. CIB responses on the other hand gives the literal field name. This can make NCIC records more time consuming to translate so a good knowledge of the field code abbreviations is necessary. The NCIC field code abbreviations can be found in the back of the Basic, Advanced, and Validation handouts.

Here is an example of the same missing person record as it is displayed in CIB vs. NCIC.

CIB Record:

```
***** MISSING PERSON - ENDANGERED *****
** ABDUCTED BY A STRANGER
SUBJECT
  NAME/RAZZEL, RACHELLE DIANE
  SEX/FEMALE RACE/WHITE DATE OF BIRTH/05012003
  HEIGHT/410 WEIGHT/110 EYE COLOR/BROWN HAIR COLOR/BROWN
  SCARMARK/SCAR ARM RIGHT
  ADDRESS/100 E MAIN ST APT 5 CITY/MADISON STATE/WISCONSIN
  MNP/AMBER ALERT DATE OF LAST CONTACT/12312018
DETAIL
  ORI/WI013225Y ORI IS CRIME INFORMATION BUREAU
  SYSTEM IDENT #/29951XX8 NCIC #/M644XXXX86
  AGENCY CASE #/TEST1-30
  ENTERED BY/FRESHEK181 DATE/01042019 TIME/1127
  UPDATED BY/FRESHEK181 DATE/01042019 TIME/1130
SUPPLEMENTAL
  SCARMARK/TATTOO ANKLE LEFT
REMARKS
  TATTOO IS OF A SHAMROCK ON LEFT ANKLE // HAS LONG HAIR THAT IS NORMALLY

  WORN UP // LSW BLUE JEANS, BLACK SHIRT, BLUE JEAN JACKET, BLACK HIGH TOPS

  WITH PINK NIKE LETTERING

*****VERIFY MISSING STATUS IMMEDIATELY WITH ORI*****
```

NCIC Record:

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
AMBER ALERTISSUED FOR NIC/M644XXXX86***AMBER ALERT***

MKE/MISSING PERSON ENDANGERED
ORI/WI013225Y NAM/RAZZEL,RACHELLE DIANE SEX/F RAC/W
DOB/20030501 HGT/410 WGT/110 EYE/BR0 HAI/BR0
SMT/SC R ARM
MNP/AA DLC/20181231 OCA/TEST1-30
MIS/TATT00 IS 0F A SHAMR0CK 0N LEFT ANKLE // HAS L0NG HAIR THAT IS N0RMALLY
MIS/W0RN UP // LSW BLUE JEANS, BLACK SHIRT, BLUE JEAN JACKET, BLACK HIGH T0PS
MIS/WITH PINK NIKE LETTERING
MPC/ABDUCTED BY A STRANGER
DNA/N
ORI IS CRIME INFORMATION BUREAU 608 261-XXXX
SMT/TAT L ANKL
NIC/M644XXXX86 DTE/20190104 1227 EST DLU/20190104 1230 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

CJIS Audit website and Internet Explorer

The CJIS Audit software used by CIB for online audits will no longer support the Internet Explorer (IE) Browser after December 15, 2020. Chrome, Microsoft Edge, Firefox, and Safari will continue to be supported

DOT Update - Welcome the Autocycle

On May 1, 2020, the Wisconsin Department of Transportation (DOT) will begin issuing a new plate and an updated vehicle type for autocycles. Although Wisconsin is classifying these vehicles as autocycles, they are still defined as motorcycles by NCIC.

As a result, if you need to **query** the autocycle for a DOT registration, you will query it with the License Type (LIT) code of: **AC** (autocycle). Queries using MC as the license plate type code will not return any DOT information for the new autocycle registration. There is also the option to query without a plate type which will return all plate types. The new License Type code will only impact DOT queries and will not affect any query through the NCIC or CIB files.

If you need to **enter** an autocycle as a stolen or felony vehicle, you will utilize the below criteria:

Vehicle Make (VMA): Applicable vehicle make

Vehicle Model (VMO): **CYL** (Cycle)

Vehicle Style (VST): **MC** (Motorcycle)

If you are entering the new license plate as stolen or missing, you will utilize the license type as: **MC** (Motorcycle).

As always, feel free to contact us at cibtrain@doj.state.wi.us if you have any questions.

"No Records Exist" - eTIME

Have you ever sent a query in eTIME and received the "no records exist" error? This usually indicates a browser issue. Currently the only browser supported by eTIME is Internet Explorer. If you receive this message please check that you are using the correct internet browser.

New Functionality!

WI Summary Criminal History Query

eTIME and Server to Server Interface (i.e. State Patrol MACHbot) users now have the capability to query a summary Wisconsin criminal history record. A summary criminal history response provides the user with a condensed version of the WI rap sheet which may be beneficial to officers running criminal history queries using mobile device software in traffic stop scenarios. The summary criminal history response condenses each arrest event into a single line per offense making it easier to obtain a high level overview of prior criminal history activity.

It's important for you to know that the search parameters for a summary criminal history are based on an exact match for name and DOB. Your results will consist of only one record or no record at all.

This new functionality can be found in eTIME by clicking on the Person Search link and selecting the "Summary Segment" radio button. See image below.

CIB
- ☐ Hot Files
- ☑ Criminal History
  - ○ Ident Segment
  - ○ Record Segment
  - ◉ Summary Segment
- ☐ Concealed Carry
- ☐ Mental Health

Also, see image below for an example of the condensed and easier to read summary record. Please note that you can still launch a full record query directly from the summary response if you wish to do so.

IDENTIFICATION

SYLEVESTER T CAT
Male / Unknown
01/01/1941, 04/04/1946, 04/04/1947, 01/01/1956, 06/24/1969, 04/05/1946
4'11"; 075lbs; Brown Eyes; Brown Hair;
Dane County Humane Society, Madison, WI as of 01/01/1960

FBI:	9444400
STATE ID:	WI415506 Click here to submit Full Record
DRIVERS LICENSE #:	WI-MEOWMEOWMEOW, WI-MEWMEWMEWMEW, WI-123456123456123
OFFENDER NOTICE:	CONVICTED FELON, NO DNA IS ON FILE

SCARS MARKS TATTOOS DATA:
GLASSES(PRESCRIPTION)
ALIAS NAMES/FRAUDULENT DATA:
POLAR G BEAR, SYLVESTER T CAT, AUGIE DOGGIE, POLAR BEAR, BUGS BUNNY, ELMER FUDD, ALWAYS TROUBLE IN, TOMMY TOOTHACHE, B J TRAVIS, SYLVESTER CAT, SYLVESTER THE CAT, CAT SYLVESTER, MUNCH CHEWEY, SYLVESTER TROUBLE CAT

ARREST & DISPOSITION DATA

DATE	CHARGE LITERAL	ARRESTING AGENCY	DISPOSITION
05/01/2019	CHARGE NOT LISTED	DUNN COUNTY SHERIFF	NOT RCVD
10/13/2015	FAILURE TO WEAR PROPER HEADGEAR ON MOTORCYCLE	SAUK COUNTY SHERIFF	NOT RCVD
03/11/2012	POSSESS MARIJUANA	MILWAUKEE COUNTY SHERIFF	CONV

Warrant Entry Updates

We want to take a moment to thank all the staff members and agencies that have been diligently working with us over the past couple years to update warrants by entering your eligible felony warrants into NCIC. By entering these warrants into NCIC they are now visible to officers nationwide. Additionally, NICS can now view these warrants and use this information when determining approval or denial of firearm purchases. Great job everyone!

Now it is time to begin the next portion of this initiative – Non-Felony State Law (e.g. Misdemeanor) warrants.

We are now requesting your assistance updating the Misdemeanor warrants your agency may have in CIB Only but would be eligible for entry into NCIC. Similar to the felony initiative, you will need to review your misdemeanor warrant entries and if your agency does not already have a warrant for that person in NCIC you will need to cancel the CIB Only version and reenter it into NCIC. If your agency has multiple warrants for an individual, you will want to ensure the warrant with the greatest extradition area is the one entered into NCIC. If the extraditions are all the same use the warrant with the most serious offense.

CIB staff will be reaching out to agencies in the future to discuss this initiative's continuation and answer any questions you may have. We ask that you begin this review and update as soon as possible.

By updating both the eligible felony and misdemeanor warrants into NCIC, you will help Wisconsin lead the way in providing information to help keep criminal justice personnel across the country safe and to keep firearms from being purchased by those who should be denied.

If your agency would like a list of your CIB only Non-Felony State Law warrants to start working on please send a request to cibtrain@doj.state.wi.us.
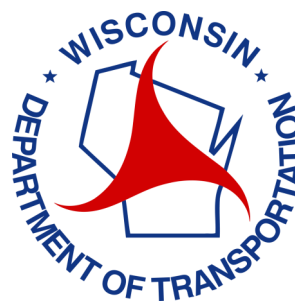
Packing Your Records for Max Data

Criminals often use aliases to avoid apprehension. Were you aware that entering known aliases and alias dates of birth into records that are entered into the TIME System ensures a greater likelihood of the subject being caught if they are using information other than their own? In fact, NCIC and CIB policy actually requires that any documented information on the subject, including aliases and alias dates of birth, should be entered into every record. This additional information can help officers in the field to positively identify the subject of the warrant and increase the chances of apprehending the subject.

Any additional information that you wish to add to your record must be supported by documentation and can be obtained from a variety of sources such as a Wisconsin criminal history record, DOT, DOC, DNR, III criminal history, out-of-state criminal history, and information from the agency Records Management System. You can also obtain information from public sites such as social media sites, where people post photos of themselves, piercings and tattoos.

If you come across information during your investigation that you wish to add to your record you may add the supplemental information at any time provided you add the documentation to the case file. However, keep in mind that there are some limits to the amount of supplemental data that can be entered. Most fields allow a maximum of nine additional supplemental data elements however, alias names allows an additional 99.

You never know when a seemingly unimportant piece of data could be the key to apprehending a suspect!

Local Agency Security Officer
(LASO) Training - Update

Now Available in TRAIN

In 2019, the CJIS Security Policy (Version 5.8) was updated to include new training requirements for Local Agency Security Officers (LASO). This training is required to be taken on an annual basis.

Each agency with access to the TIME System is required to designate a LASO whose primary roles include the following:

1. Identify who is using the TIME System approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to these items.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated in the CJIS Security Policy.
4. Ensure the approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure CIB is promptly informed of security incidents.

LASO training is now available as an online module in TRAIN. TACs and TRAIN Administrators are now able to assign this training and track its completion just as they would any other TIME System training. You can find the LASO online training module in the course catalog in TRAIN by clicking on the TAC, Validation & Other link. This training will include the following:

1. The LASO's roles and responsibilities.
2. Summaries of state and national audit findings.
3. A review of the most recent changes to the CJIS Security Policy.

If you have any questions on this new training opportunity, please contact us at cibtrain@doj.state.wi.us.

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TRAIN		608-266-7792	608-267-1338	cibtrain@doj.state.wi.us
WIJIS Justice Gateway	Zach Polachek	608-264-9470	608-266-6924	wijis@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	
WILENET		608-266-8800		wilenet@doj.state.wi.us

Check the WILENET website for additional data at www.wilenet.org